

1. FM030 Purchase Request Screen

The FM030 Purchase Request Screen is used to record requests for the purchase of goods and/or services. The FM030 can be used to record requisitions for **Funds Reservations** or **Commitments** depending on whether or not the requesting fund is set up in CFS to record commitments. If commitments are being recorded, the approved FM030 in CFS will trigger a general ledger posting to record the commitment, will validate the Accounting Classification Code Structure (ACCS), and will draw down available funds for the amount of the requisition. If Funds Reservations are being recorded rather than commitments, no general ledger posting is triggered and the available funds are not drawn down for the amount of the requisition, but the ACCS is validated in CFS.

The FM030 is displayed below:

Purchase Request (FM030 VER-2.13.0.0)

DOC TYPE MOD

REQ # GL FY TOTAL \$

FEEDER SYS: NO MOD# SOURCE

DOC DATE REF F NOTES < >

EFFECTIVE DATES STATUS AS OF

BUREAU

VENDOR

☐ RESERVE FUNDS ☐ OVERRIDE

☐ APPROVED

ORIGINATING OFFICE

CONT OFC

FEDSTRIP

NOTES

ATTACHS

ROUTING

FORWARD NEXT PREV CANCEL

Figure 1 FM030 Purchase Request Screen

FM030 Control Block Field Descriptions

Purchase Request (FM030 VER-2.13.0.0)

DOC TYPE: **POREQ** MOD: **N**

REQ #: **499 0 0** GL: **31-DEC-2005** FY: **06** TOTAL \$: **500.00**

FEEDER SYS: NO MOD#: SOURCE:

DOC DATE: **12-DEC-2005** REF: **SAMPLE FM030** F NOTES: **< >**

EFFECTIVE DATES: **12-DEC-2005** STATUS: **OPEN** AS OF: **12-DEC-2005**

BUREAU: **14** **NOAA**

VENDOR: **999999999 999999** **NO SUGGESTED VENDOR**

☐ RESERVE FUNDS ☐ OVERRIDE

☒ APPROVED **P J O CONNOR** **12-DEC-2005**

ORIGINATING OFFICE: **NA**

FORWARD NEXT PREV CANCEL

CONT OFC: **XX**

FEDSTRIP: ☐

NOTES: ☐

ATTACHS: ☐

ROUTING: **N**

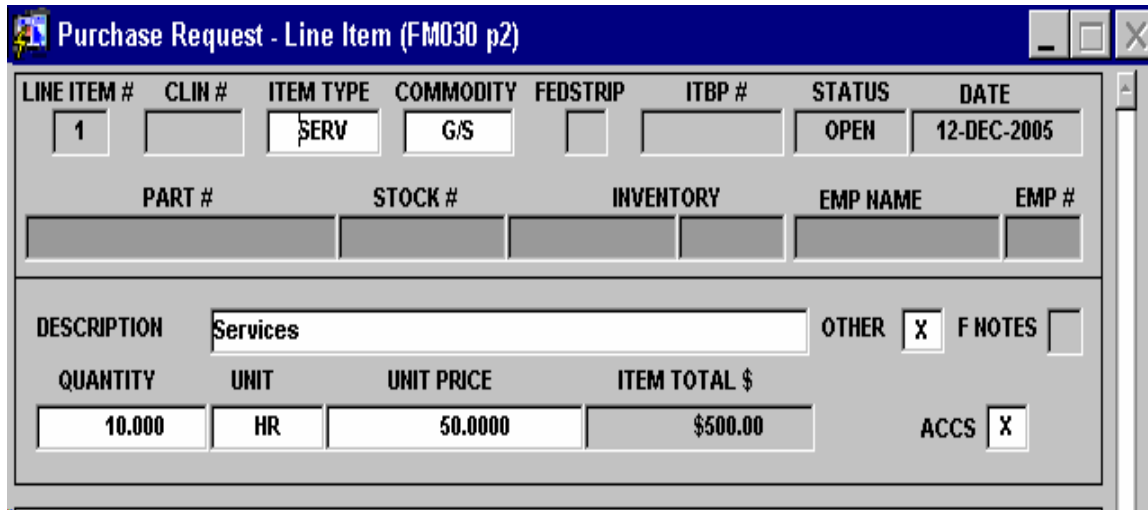
Figure 2 FM030 Control Block

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Doc Type	This field identifies the document type, i.e., POREQ for Purchase Order Requisition.	Required. List of Values (LOV) Available
Mod	This field displays whether a change order, i.e., modification (MOD) to a request on the Purchase Request Change Screen (FM014) has been processed. Valid values are Y for Yes and N for No.	Derived
Req #	This field displays the document number of the commitment/funds reservation associated with the document source and type.	System-generated

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>GL</i>	This field displays the general ledger period for the transaction. Defaults to the minimum open accounting period for the transaction date.	Required LOV Available
<i>FY</i>	This field displays the two-digit designation for the fiscal year, i.e., 06 for 2006. Defaults to the current fiscal year.	Required
<i>Total \$</i>	This field displays the total document value which represents the total of all line items.	Derived
<i>Feeder Sys: No</i>	This field displays the document number from the Feeder System – (i.e. C-STARS Comprizon.Req #).	Non-Enterable passed from Feeder System
<i>Feeder Sys: Mod#</i>	This field displays the document modification (MOD) number from the Feeder System – (i.e. C-STARS Comprizon.Req #).	Non-Enterable passed from Feeder System
<i>Feeder Sys: Source</i>	This field identifies the Feeder System that passed the transaction – (i.e. C-STARS Comprizon.Req)	Non-Enterable passed from Feeder System
<i>Doc Date</i>	This field displays the date the commitment document or change order was issued.	System-generated
<i>Ref</i>	This field displays the value for a supporting external document.	Optional
<i>Effective Dates</i>	This field displays the effective dates of the commitment document.	Optional
<i>Status</i>	This field displays the status of the commitment document. Valid values are OPEN for new transactions, CANCEL for documents that have been disapproved, and CLOSED for documents that have been obligated or closed through an administrative modification.	Derived
<i>As Of</i>	This field displays the date the commitment status was updated.	Derived
<i>Bureau</i>	This field displays the unique bureau code that identifies a bureau within the Department of Commerce.	Required LOV Available
<i>Name</i>	This field displays the name of the bureau.	Derived
<i>Cont Ofc</i>	This field displays the contracting office code for the commitment document.	Required LOV Available

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Vendor: No/Vendor Name</i>	These fields identify the vendor which consists of the vendor number and address ID.	Required LOV Available
<i>Fedstrip</i>	This field displays FEDSTRIP information for the commitment document.	Non Enterable
<i>Notes</i>	This field displays 240-character notes or comments about the on-line request.	Optional Pop-up window
<i>Attachs</i>	This field allows the user to reference the directory location of supporting documentation.	Optional
<i>Routing</i>	This field displays the document approval routing.	Required
<i>Reserve Funds</i>	A checkbox indicating whether reserve funds are being used for the commitment document.	Optional
<i>Override</i>	A checkbox indicating whether a funds override is requested for the commitment document if the transaction does not pass funds availability checks.	Optional
<i>Approved</i>	A checkbox indicating if the document has passed all system edits and validations.	Required.
<i>By</i>	This field displays the name of the person who applied the approval.	Derived
<i>Date</i>	This field displays the date of the approval.	System-generated
<i>Originating Office</i>	This field displays the Line Office that originated the commitment	Required LOV Available

FM030 Line Item Detail Block Field Descriptions



LINE ITEM #	CLIN #	ITEM TYPE	COMMODITY	FEDSTRIP	ITBP #	STATUS	DATE
1		SERV	G/S			OPEN	12-DEC-2005
PART #		STOCK #		INVENTORY		EMP NAME	
DESCRIPTION		Services				OTHER	F NOTES
						<input checked="" type="checkbox"/>	<input type="checkbox"/>
QUANTITY	UNIT	UNIT PRICE	ITEM TOTAL \$				
10.000	HR	50.0000	\$500.00				
						ACCS	<input checked="" type="checkbox"/>

Figure 3 FM030 Line Item Detail Block

<u>Field</u>	<u>Definition</u>	<u>Attributes</u>
<i>Line Item #</i>	This field displays the item number.	Derived
<i>CLIN #</i>	This field displays the contract item number and is supplied by the Feeder System (i.e. C-STARS).	Non-Enterable
<i>Item Type</i>	This field displays the item type, i.e., SERV for Service, GOODS for Goods, etc.	Required LOV Available
<i>Commodity</i>	This field displays the commodity code of the item.	Required LOV Available
<i>Fedstrip</i>	This field displays FEDSTRIP information for the item.	Non-Enterable
<i>ITBP #</i>	This field displays the IT Business Plan number	Non-Enterable
<i>Status</i>	This field displays the status of the item. Valid values are OPEN for new transactions, CANCEL for documents that have been disapproved, and CLOSED for documents that have been obligated or closed through an administrative modification.	Derived
<i>Date</i>	This field displays the date the line item status was updated.	Derived

<u>Field</u>	<u>Definition</u>	<u>Attributes</u>
<i>Part #</i>	This field displays the manufacturer's part number, if applicable.	Optional
<i>Stock #</i>	This field displays the inventory stock number, if applicable.	Optional
<i>Inventory:</i>	This field displays the inventory quantity of the item. This field can only be accessed if a stock number for the item has been entered.	Non-Enterable
<i>Inventory: U/M</i>	This field displays the inventory unit of measure of the item. This field can only be accessed if a stock number for the item has been entered.	Non-Enterable
<i>Emp Name</i>	This field displays the name of the contact person associated with the item, if applicable	Optional LOV Available
<i>Emp #</i>	This field displays the employee number of the contact person associated with the item, if applicable.	Optional LOV Available
<i>Description</i>	This field displays information about the line item	Optional
<i>Other < ></i>	This field displays additional information about the request including the suggested buyer, delivery date, point of contact, and depreciation ACCS. (See Figure 4 – Other Pop-up Window for details)	Delivery POC info required (All other info optional)
<i>F Notes</i>	This field displays notes about the requisition passed from the Feeder System – i.e. C-STARS Requisition	Non-Enterable
<i>Quantity</i>	This field displays the requested quantity of the item.	Required
<i>Unit</i>	This field displays the unit of measure of the item.	Required LOV Available
<i>Unit Price</i>	This field displays the unit price of the item.	Required
<i>Item Total</i>	This field displays the total amount of the item. This value is calculated based on the quantity times the unit price.	Derived
<i>ACCS</i>	This field displays the accounting information for the commitment/funds reservation. (See Figure 6 - ACCS for details)	Required Pop-up window

Other Information Pop-Up Window

Other Line Item Information (FM030D VER-1.153.2.0)

SUGGESTED BUYER

CODE NAME PHONE

REQUESTED DELIVERY DATE

POINT OF CONTACT INFORMATION

	DELIVERY	TECHNICAL	PROPERTY CUSTODIAN
NAME	P J O CONNOR	<input type="text"/>	<input type="text"/>
PHONE	301-444-2828 X	<input type="text"/>	<input type="text"/>
LOC	TURY BLVD, GERMANTOWN, MD 2	<input type="text"/>	<input type="text"/>
ID NO	566	<input type="text"/>	<input type="text"/> CODE <input type="text"/>

NEXT PREV CANCEL

Figure 4 FM030 Other Information Pop Up Window

<u>Field</u>	<u>Definition</u>	<u>Attributes</u>
<i>Suggested Buyer Code</i>	This employee number of a procurement specialist suggested to handle the award.	<i>Optional</i>
<i>Selected Buyer Name</i>	The name of the procurement specialist suggested to handle the award.	<i>Optional</i>
<i>Suggested Buyer Phone</i>	The phone number of the procurement specialist suggested to handle the award.	
<i>Requested Delivery Date</i>	The date the goods/services requested are required	<i>Required</i>

<i>Delivery Point of Contact</i>	This field provides information on the requesting employee	<i>Required</i>
<i>Id No</i>	This field provides the Employee No of the person who receive the goods or services.	<i>Required LOV available</i>
<i>Technical Point of Contact</i>	This field provides information on the employee who will provide technical assistance	<i>Optional</i>
<i>Property Custodian</i>	This field identifies the employee responsible for tracking the property	<i>Optional</i>

Other Line Item Information Pop-Up Window

Other Line Item Information (FM030d p2)

MANUFACTURER

ASSET CATEGORY INDICATOR AIN

LEASE INDICATOR ☐ RENEWAL DATE

BANKCARD SURCHARGE: (\$) (%)

DEPR ACCS ☐ 14-

USEFUL LIFE ☐ YEARS

Next Prev Cancel

FM030 ACCS Pop Up Window

Line Item Account Distribution (FM030B VER.2.13.0.0)

MDL	%	QTY	\$
1	100.000	10.000	500.00

ACCS 14 48M1JPG-P00 01 04-01-02-000 20-01-0000-00-00-00 26-19-00-00 000566

FUNDS AVAIL ☒ Y OVERRIDE ☐ F NOTES: < >

ACCEPTANCE EMP 566 O CONNOR, PATRICIA J FMDL#

RECEIVING OFFICE CAMS CAMS PROGRAM OFFICE ADDRESS

ACCS

FUNDS AVAIL ☐ OVERRIDE ☐ F NOTES: < >

ACCEPTANCE EMP FMDL#

RECEIVING OFFICE ADDRESS

100.000 10.000 500.00 LINE ITEM TOTALS

NEXT PREV CANCEL

Figure 6 FM030 ACCS Pop Up Window

<u>Field</u>	<u>Definition</u>	<u>Attributes</u>
MDL	Multiple Distribution Line – the accounting classification information	Required
%	Total percentage of the MDL to be charged to the MDL	Required
Qty	The quantity request for this MDL	Required
\$	The amount for this MDL	Required
ACCS	The ACCS for this MDL	Required

<u>Field</u>	<u>Definition</u>	<u>Attributes</u>
<i>Funds Avail</i>	Indicates whether the MDL has passed funds availability checking	Non-Enterable
<i>Override</i>	Indicates whether funds override was used for this MDL	Non-Enterable
<i>F Notes</i>	Feeder System Notes	Non-Enterable
<i>Acceptance Employee</i>	The employee number for the employee who will receive/accept the item	Required
<i>F MDL#</i>	Used to track the MDL # for this item in the Feeder System	Non-Enterable
<i>Receiving Office</i>	The location where the goods/services will be delivered	Required LOV Available

Entering a Purchase Request on the FM030:

Perform the following steps in order to enter a Purchase Request

Purchase Request (FM030 VER-2.13.0.0)

DOC TYPE: **POREQ** MOD: **N**

REQ #: 499 0 0 GL: 31-DEC-2005 FY: 06 TOTAL \$: 500.00

FEEDER SYS: NO MOD#: SOURCE

DOC DATE: 12-DEC-2005 REF: SAMPLE FM030 F NOTES: < >

EFFECTIVE DATES: 12-DEC-2005 STATUS: OPEN AS OF: 12-DEC-2005

BUREAU: 14 NOAA

VENDOR: 9999999999 999999 NO SUGGESTED VENDOR

☐ RESERVE FUNDS ☐ OVERRIDE

☒ APPROVED P J O CONNOR 12-DEC-2005

ORIGINATING OFFICE: NA

CONT OFC: XX
FEDSTRIP: ☐
NOTES: ☐
ATTACHS: ☐
ROUTING: N

FORWARD NEXT PREV CANCEL

Step	Action
1	Select the Purchase Request/FM030 option from the Navigator Menu (FM – Funds Management, Transactions) and double click to display the screen.
2	Enter the obligation document type in the Doc Type field or double click to select from the List of Values (LOV)
3	Tab through the G/L End Date field and verify that the current General Ledger period appears.
4	Tab through the FY field to display the current fiscal year.
5	Enter the Bureau or double click to select from the List of Values (LOV)
6	Enter 9999999999 9999 <i>No Suggested Vendor</i> in the Vendor No - Vendor ID fields. If you have a suggested vendor, double click and select the appropriate vendor number and vendor id from the List of Values (LOV). This option will populate the Vendor# and Address

Step	Action
7	<p>Tab or click to the Contract Office Code Field. Enter the Contract Office Code or Double Click and chose from the List of Values. Chose Contract Office Code.</p> <p>NOTE: The Contract Office Code is used to enable either Finance or the Grants Management Division to pull the FM030 requisition details into the FM040/FM041 to create the undelivered order and record the award of the Grant, Small Purchase or Contract Award, or Interagency Agreement.</p> <p>For Grant Requisitions always use "GT" For ALL other Requisition types always use "XX"</p>
8	Tab or click to the Notes Field. Enter information into the Notes Editor. Click Ok to save information.
9	Tab or click to the Attachs Field. This will allow you to reference the directory location of supporting documentation. Click PREV to go back to the FM030 control block.
10	Tab past the Routing Field. Enter the Originating Office Field or Double Click the Originating Office Field for a LOV List of Values. Chose Originating Office. Click OK
11	Click NEXT to enter into the FM030 Pg.2 Detail Block. Enter or Double click for LOV List of Values for Item Type . Choose Item Type and hit enter.
12	Choose the Commodity by entering or use LOV List of Values and make selection.
13	Enter or Tab past the Part#, Stock#, Inventory, EMP Name, EMP# fields or enter appropriate information.
14	Enter or tab to Description . Enter information about line item.
15	Tab or Double Click into the Other Information Pop Up Window. This will allow you to enter additional information about the request. Such as suggested buyer, delivery date, point of contact and depreciation ACCS. Enter the appropriate date in the Requested Delivery Date field.
16	Tab or click to the Delivery Point of Contact . Enter the Employee No of the person to receive the goods or services or choose from the List of Values (LOV). Click PREV to exit the Other Information Pop Up Window or Click NEXT to go to Other Line Item Information Page.
17	Note: If Equipment is used as Item Type you must fill out the Useful Life Block Field in the Other Line Item Information Page. Enter estimated amount of years for the piece of Equipment. Click Ok to save information.

Step	Action
18	Tab or click and enter the Quantity requested Tab or Click the Unit of Measure . Enter Unit of measure or use LOV List of Values and select Unit of Measure.
19	Enter the Unit Price. Item Total \$ will automatically populate.
20	Enter or Tab to ACCS in the Line Item Block. This will populate MDL Multiple Distribution Line. Enter the Percentage amount used for the MDL. Enter or tab past the Quantity.
21	Tab to the ACCS Line. Double Click to change the Default Accounting Line. Choose ACCS and User Defined # and press SAVE to store changes.
22	Enter or Tab to Acceptance Employee Number . This is the employee who will receive/accept the item.
23	Enter or tab to Receiving Office Block. Enter in the Information or use List of Values (LOV) to choose the Receiving Office where the goods/services will be delivered.
24	Click PREV Button. This will take you back to the FM030 Control Block.
25	Enter/Tab or Click Approved Field and enter Y and Press TAB or Enter. Checking Funds Availability Screen will Pop-Up. The Y should be Grayed once completed and Approved.
26	After approval the FM030 will be routed on the WF002 to the 2 nd level approver.